Clyffe Pypard & Bushton Parish Council

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Draft Minutes of the Annual Parish Council Meeting held on

Wednesday 27 May 2026 at 7.00pm at Clyffe Pypard & Bushton Village Hall

Cllrs in attendance: D Gagen, J Hughes, N Kirton, E Rudler, A Norman.

Clerk/RFO: M Hedges.

Members of the Public: 7 (inc Allison Bucknell)

1. Election of Chairman Cllr David Gagen was nominated and elected Chairman for 2026/27. **Resolved:** that Cllr David Gagen be elected Chairman for the ensuing year.

1a. Chairman's Declaration of Acceptance of Office The Chairman signed the Declaration of Acceptance of Office, witnessed by the Clerk.

2. Election of Vice-Chairman Cllr Anthony Norman was nominated and elected Vice-Chairman for 2026/27. **Resolved:** that Cllr Anthony Norman be elected Vice-Chairman for the ensuing year.

2a. Vice-Chairman's Declaration of Acceptance of Office It was noted that Cllr Norman would sign the Declaration of Acceptance of Office on arrival (declaration was signed and witnessed by the Clerk on arrival).

3. Apologies for Absence Apologies for absence were received from Cllr Gemma Greenway and Cllr Hannah Chard. Apologies for lateness were received from Cllr Anthony Norman.

4. Declarations of Interest No declarations of interest were made in relation to the business on the agenda.

5. Minutes The minutes of the Extraordinary Parish Council Meeting held on 6 May 2026 were considered. **Resolved:** that the minutes be approved and signed by the Chairman as a correct record. The notes of the Annual Parish Meeting held on 6 May 2026 were received, and it was noted that these would be placed on the website for public information.

6. Public Questions Public questions were taken later in the meeting. Matters raised included the future of the Goddard Arms, footpath accessibility and a possible community energy initiative. The Chairman made clear that comments relating to the Goddard Arms were made in a personal capacity and did not represent a formal Parish Council position.

7. Chairman's Annual Report (2025–26) The Chairman presented his annual report, highlighting improvements to governance and council operations, particularly the appointment of the Clerk; the high level of unanimous decision-making; review of Standing Orders; work on planning responses; ongoing highways and rights of way issues; progress on the second defibrillator; and the council's responsible financial management. Priorities identified for 2026/27 included installation of the second defibrillator, improving footpath accessibility including kissing gates, improving IT resilience and website accessibility, and continuing work on road safety issues including Clyffe Hill.

8. Roles & Responsibilities The council reviewed and agreed member roles and responsibilities for 2026/27. Roles were largely unchanged.

9. Review of Standing Orders and Financial Regulations The council reviewed the current Standing Orders and Financial Regulations. **Resolved:** that the Standing Orders and Financial Regulations be adopted for 2026/27.

10. Review of Asset Register The updated Asset Register was reviewed. **Resolved:** that the Asset Register be approved.

11. Review and Confirmation of Insurance Cover The current insurance arrangements were reviewed. The Clerk reported potential gaps, including contract disputes and legal expenses which are now relevant due to the contract in place for Churchyard Maintenance. **Action (MAY26-11-01):** the Clerk to obtain revised quotations and bring options to the next meeting (current policy expires on 2 September 2026).

12. Review of Subscriptions to Other Bodies The council considered membership of external bodies. **Resolved:** that the council continue its subscription to WALC.

13. 2024 Policies The council considered the listed 2024 policies. **Action (MAY26-13-02):** the Clerk to lead the review of these policies. It was noted that information governance, privacy and document retention arrangements may require consolidation and updating.

14. Review of Meeting Dates The proposed schedule of meetings for June 2026 to March 2027 was reviewed and agreed – except January due to the Precept deadline. The January date will be agreed at the next meeting. **Action (MAY26-14-03):** the Clerk to check the precept timetable when finalising the January meeting date.

15. Accounts The year-end accounts were received. **Resolved:** that the year-end accounts be approved and signed.

16. Internal Audit The appointment of the internal auditor for 2024/25 was considered. **Resolved:** that Chrissy Roberts be appointed as Internal Auditor.

17. Audit 2024/25 – Annual Governance Statement The Annual Governance Statement was considered. **Resolved:** that the Annual Governance Statement be approved and signed.

18. Audit 2024/25 – Annual Accounting Statement The Annual Accounting Statement was considered. **Resolved:** that the Annual Accounting Statement be approved and signed.

19. Audit 2024/25 – Certificate of Exemption The Certificate of Exemption was considered. **Resolved:** that the Certificate of Exemption be approved and signed.

20. Budget The current budget position was reviewed. The Clerk reported a closing bank balance of £12,518 as at 21 May 2026, payments made YTD £1,326.97 and a projected year-end (March 2027) balance of approximately £3,347.76. The council noted the importance of building clearer contingencies and reserves into future budgeting. **Action (MAY26-20-04):** the council to revisit contingency and resilience planning as part of the next precept-setting cycle.

21. Bank Reconciliation The year-end bank reconciliation was reviewed. **Resolved:** that the year-end bank reconciliation be approved.

22. Payments The council considered payments due. **Resolved:** that payment of the Internal Auditor's invoice be approved. The council also considered renewal of the SID warranty at a cost of £199 for 12 months. Decision deferred pending clarification of the terms of cover and renewal. **Action (MAY26-22-05):** the Clerk to establish the terms and, circulate the information to councillors.

23. Village Hall Report In the absence of the appointed village hall representative, an update was provided from the floor. Guidance had been identified on the relationship between custodians, trustees and the village hall committee, and this would be shared with the Clerk. The potential installation of sound-absorbing boards is being explored in response to issues with echo and audibility in the hall. It was also noted that table tennis activity at the hall was developing positively, including junior provision. **Action (MAY26-23-06):** the relevant village hall guidance to be sent to the Clerk for circulation.

24. Roads, Footpaths & Parish Steward The council received updates on highways, footpaths and flood-related matters. The Parish Steward had resumed visits. Progress was reported on **ditch maintenance** discussions, and the council supported formal follow-up with the relevant landowners. **Action (MAY26-24-07):** J Hughes to draft letter regarding ditch responsibilities and maintenance expectations.

Further discussion took place on **Clyffe Hill**. A site visit was expected (June 10th) with Wiltshire Council officers to consider signage and road safety measures.

Concern was raised about **a broken stile**. The council reiterated its intention to prioritise kissing gates and improved access, subject to funding and consultation with landowners and the Rights of Way Officer. **Action (MAY26-24-08):** continue work on funding and prioritisation for kissing gates, with the broken central stile treated as a priority location.

25. Planning Applications Application No: PL/2026/02933. **Site Address:** The Rosiers, Wood Street, Clyffe Pypard, Swindon, SN4 7PZ. The council considered the application. Discussion focused particularly on maintaining the integrity of the public footpath, ensuring suitable piping and drainage at the relocated access, and the opportunity for a future kissing gate if appropriate. **Action (MAY26-25-09):** J Hughes to draft proposed parish council comments for circulation to councillors before submission. **Action (MAY26-25-10):** the Clerk to propose a formal process for preparing and approving CP&B PC responses to planning applications.

26. Report from Wiltshire Councillor Updates were provided during discussion of highways and flood matters, including attendance at the LHFIG meeting, expected officer follow-up on Clyffe Hill, and the availability of template correspondence for parish councils on local highways and drainage matters.

27. Correspondence, Correspondence relevant to the SID warranty, the defibrillator and highways matters was noted during the meeting.

28. Councillors' Observations Councillors noted the need for timely and workable procedures for planning responses, continued focus on resilience in budgeting, and the importance of progressing insurance review, footpath access and road safety actions.

29. Date of Next Meeting 24th June 2026

Meeting Close The meeting closed when the Chairman formally declared the meeting closed.

Signed: _____ Chair

Date approved: _____

ACTIONS
2025/2026

Minute Ref	Action	Owner	Status
JAN26-7-19	Report progress regarding Parsonage Farm Lane ditch clearance.	JH	Ongoing
MAR265d27	Include pad-availability considerations when finalising AED procurement.	MH	Ongoing
MAR266a28	Seek confirmation from the Village Hall Management Committee regarding responsibility for the Village Hall notice board and update the Parish Council.	JH / GG	Ongoing
MAR267a30	Coordinate progress of website updates with Chair, AN and JH.	MH	Ongoing
MAR268B33	Notify all councillors in advance of any ad hoc payments to be made under this delegation.	MH	Ongoing
MAR268c34	Book WALC Clerk's Toolbox training and coordinate payments.	MH	Ongoing
MAR268E35	Liaise with Stephen Leonard (Wiltshire Council) and landowners regarding kissing gate requirements and placements.	DG / ER	Ongoing
MAR2610b36	Secure SID training.	GG	Ongoing

2026/2027

Minute Ref	Action	Owner	Status
MAY26-11-01	Insurance - obtain revised quotations and bring options to the next meeting.	MH	New
MAY26-13-02	Lead the review of the 2024 policies and bring updated drafts or recommendations to the council.	MH	New
MAY26-14-03	Check the precept timetable when finalising the January meeting date.	MH	New
MAY26-20-04	Revisit contingency and resilience planning as part of the next precept-setting cycle.	Council	New
MAY26-22-05	Establish the terms of SID warranty cover and renewal conditions, circulate the information to councillors	MH	Completed
MAY26-23-06	Send the relevant village hall guidance to the Clerk for circulation.	Village Hall representative	New
MAY26-24-07	Draft a formal follow-up letter regarding ditch responsibilities and maintenance expectations.	JH	New
MAY26-24-08	Continue work on funding and prioritisation for kissing gates, with the broken central stile treated as a priority location.	Council / ER	New
MAY26-25-09	Draft proposed parish council comments on application PL/2026/02933 for circulation to councillors before submission.	JH	Completed
MAY26-25-10	Develop a proposal to formalise the process for preparing and approving parish council responses to planning applications.	MH	New